

**NOTICE OF JOB ANNOUNCEMENT
CITY OF STEPHENVILLE**

POSTING DATE: July 9, 2014 **DEPARTMENT:** Community Services

JOB TITLE: Clerk II

SALARY: \$1773/month

BRIEF DESCRIPTION AND QUALIFICATIONS:

THE STEPHENVILLE COMMUNITY SERVICES DEPARTMENT is currently accepting applications for the position of **CLERK II**. Applicants must be 18 years or older and have a high school diploma or GED. Requirements: excellent communication skills, ability to handle citizen inquiries, proficient use of Microsoft Word, Excel, Power Point and QuickBooks. Work involves clerical support for the recreation department, including operating a computer, photocopier, fax machine and other office equipment and other duties as assigned by the Recreation Superintendent and Athletic Coordinator. Applicants must be able to run errands from time to time, answer phone, greet customers while providing professional customer service at all times.

CONTACT: Applications will be accepted until **July 31, 2014 at 5:00 p.m.**, on-line at www.stephenvilletx.gov or apply in person at City Hall located at 298 W. Washington, Stephenville, TX 76401.